



# eBook Instructions



**Please contact us if you require further assistance.**

178 4<sup>th</sup> Avenue  
Cochrane, ON  
P0L 1C0

Telephone: 705-272-4178  
Fax: 705-272-4165

[library@cochraneontario.com](mailto:library@cochraneontario.com)



## How to download eBooks to your personal computer and wireless devices

### Table of Contents

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- Downloading to your computer and transferring to your device (pages 4-9)
- Frequently Asked Questions (pages 10-11)



### Step 1

Establish an internet connection on your device.

### Step 2

Create an Adobe account. From your web browser, go to [www.adobe.com](http://www.adobe.com), click on "sign in" and create an Adobe account. It's free and you will need this Adobe ID to read your ebooks. Or, use the direct link <http://www.adobe.com/personaladobe>

### Step 3

Download OMC (OverDrive Media Console) from <http://www.overdrive.com/software/omc> or get it from your App store. Install it on your device.



### Step 4

Once installed:

- Launch the OMC app and click on the "Get Books +" button (top right) or on certain devices, press the menu button, and "Get Books"
- On the next screen click the "Add a Library+" button.

### Step 5

You'll then be taken to the OverDrive website where you can search for the Cochrane Public Library. If you don't find our library at first, try a different search.

- Select our library from the list.
- Click the link under the "Library Systems" heading - you'll be taken to that library's website.
- Sign in to your library account (enter your library card number, no PIN is required)
- Find a book to checkout
- When you click the "download" button you will be taken back to the OverDrive app.

### Q. Will eBooks work on all computers?

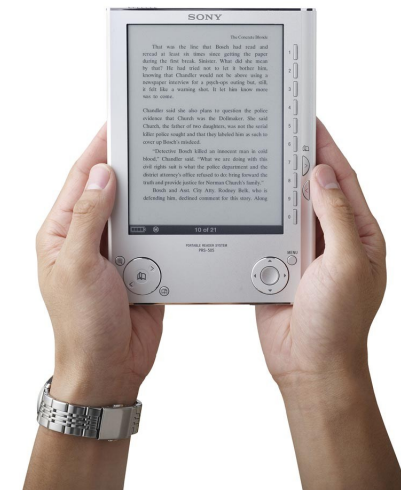
- A. The library's eBooks and required software will work on all Windows and Mac computers. Linux devices using browsers to read are compatible now.

### Q. Can I read the library's eBooks on my smartphone, iPod, or iPad?

- A. Yes. The library's eBooks are available for Android, Blackberry, iPhone/iPad/iPod, and Windows mobile devices. These devices however do not require a computer or the Adobe Digital Editions program.

First you will need to download the free OverDrive Media Console from your device's appropriate application store. Once downloaded you use it to browse eBooks and download them directly to your phone and/or Apple device. (See p.2 for detailed instructions)

**The Download Centre also provides comprehensive online help and is accessed by clicking on "Digital Help-FAQ" along the right hand side of their webpage.**



## Q. What is OverDrive?

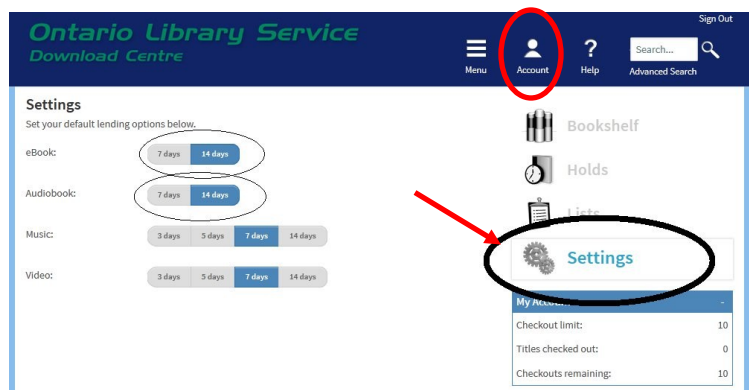
A. OverDrive is a service that the Cochrane Public Library subscribes to for access to current, popular titles in eBook and Audiobook formats.

## Q. How many eBooks can I have out at one time?

A. You are allowed a maximum of ten (10) eBooks at one time.

## Q. What is the loan period?

A. Loan periods are 7 days or 14 days for eBooks. You can select the preferred time of the lending period by going to your account and selecting "Settings".



## Q. Can I renew eBooks that I have checked out?

A. OverDrive materials can not be renewed, but you can check them out again if they are available when the checkout period ends.

## Q. Can I place holds on eBooks?

A. Yes! You will receive an email notification when your item is ready to checkout.

## Q. Can I use Adobe Digital Editions without getting an Adobe ID?

A. You can choose to use Adobe Digital Editions without an Adobe ID, however, you will not be able to transfer eBooks to a portable device. You will be limited to reading eBooks solely on your computer.

## Step 6

As this will be the first time you've used OverDrive, you will be asked to sign in with your Adobe ID. Once done, you can now start reading your new book!

## Step 7

To read eBooks, use the OverDrive Media Console app on your device.

## Step 8

To return eBooks early, delete them from your app (edit).



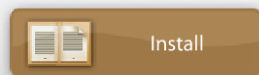
For more help, visit <http://help.overdrive.com> which offers help specific to your device.



## Downloading to your computer and transferring to your device

## eBook Instructions

### Adobe® Digital Editions Installer



Click to install Adobe Digital Editions

### Step 1

In order to use eBooks from the Library you must first download and install Adobe Digital Editions. If you already have Adobe Digital Editions installed you can skip to step 3.

Adobe Digital Editions is a free, small, and easy to install program. You can download

the program from <http://www.adobe.com/products/digitaleditions>

Once at the Digital Editions webpage, scroll towards the bottom and click install.

If you don't have an Adobe ID, it's free and easy to [get an Adobe ID online](#)

#### Authorize Computer (Recommended)

This option enables you to read protected items that you download with Digital Editions on up to six computers and mobile devices. It also enables you to restore your eBooks from backup should you ever need to re-install your operating system.

Please enter your Adobe ID and Password below, then click Activate.

Adobe ID (email address)

[Did you forget your Adobe ID?](#)

Password

[Did you forget your password?](#)

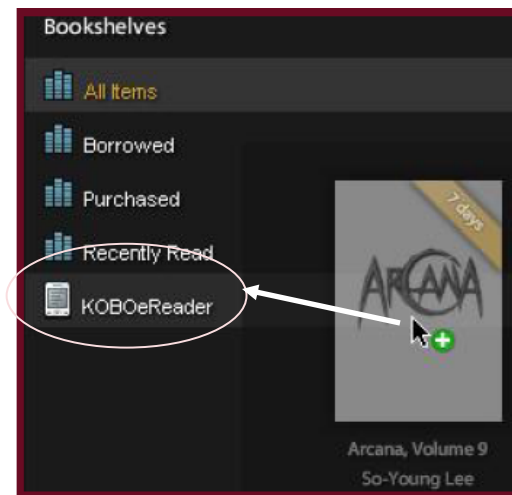
### Step 2

In order to complete the Adobe Digital Editions set-up you will have to activate the program by entering your Adobe ID. If you do not have an Adobe ID you can quickly [create one](#).

### Step 3

Once Adobe Digital Editions is set up, you are ready to browse and download eBooks. First visit the Library's homepage at [www.olsn.ca/cochrane](http://www.olsn.ca/cochrane)

From here, click on "Overdrive Audio Books and eBooks".



### Step 15

To transfer a book to your eReader, simply click and drag the title cover from your library over to your eReader in the left hand bar. The book will then copy over.



### Step 16

Please note that for some eReaders the books will not be available to read on the device until it has been disconnected from the computer.

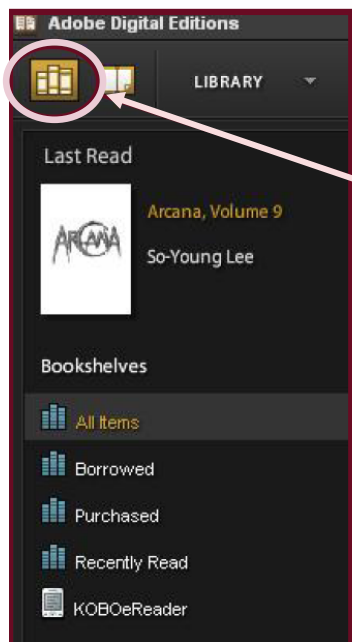
### Browser Reading



If you have selected to "Read" a book from your browser you will be directed to a new page.

Your book should open in any of OverDrive's supported browsers. If you are using "Google Chrome" you will need to install a plug-in.

Firefox  
Google Chrome  
Safari  
Opera  
Internet Explorer 10



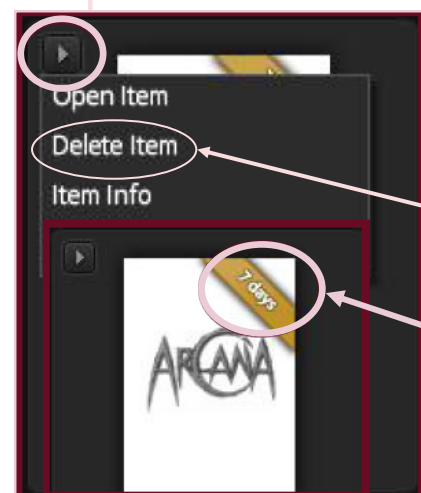
## Step 13

Open Adobe Digital Editions to manage your newly downloaded eBook(s).

Make sure you are in "Library" mode by clicking on the indicated icon.

Along the left hand side you should now see your different "Bookshelves" and your attached eReader.

NOTE: Your eReader icon may look different than the one in the picture.

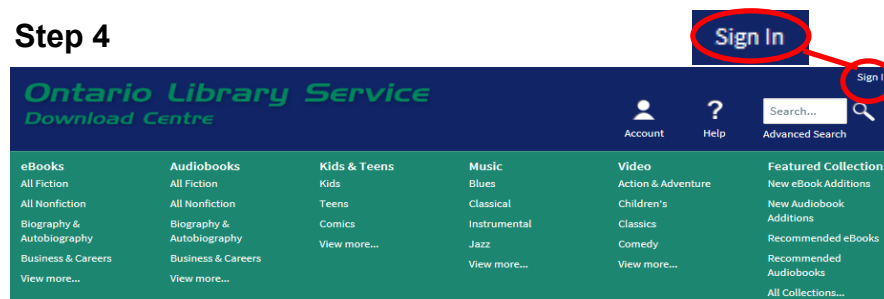


## Step 14

In the library view you can look through your books as well as delete them, which will return your item early. To do this, click on the arrow in the left corner of the eBook and select "Delete Item".

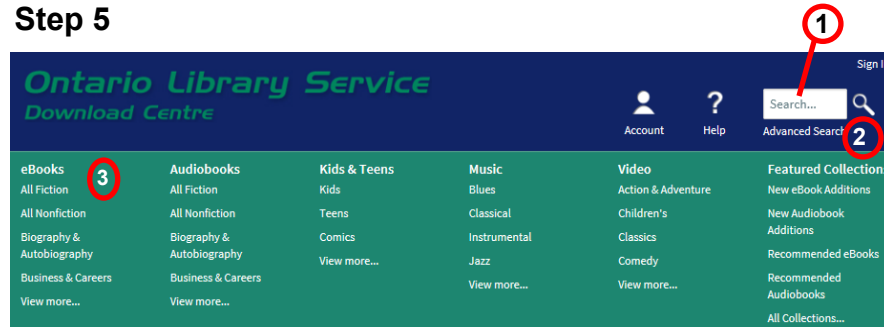
Also note the days remaining on the item will be indicated on the eBook icon.

## Step 4



You are now at the Download Centre. First login by selecting the "Sign In" button, Type in or select from the list, "Cochrane Public Library", and finally enter your library card number.

## Step 5



Now you can begin looking for eBooks by doing any one of these 3 steps:

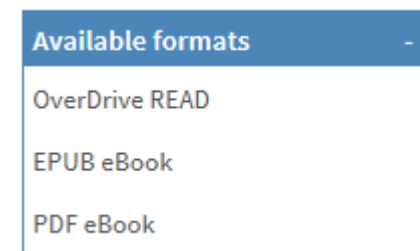
1) a quick search; 2) an advanced search; 3) Browse the links on the main page.

These options are located at the top section of the Download Centre webpage.

## Step 6

When browsing for eBooks you'll want to make sure that you choose the format that your device accepts.

These are eBook formats. The formats available for your selection will be listed on the right side of the page.





## Step 7

### Shades of Simon Gray

by Joyce McDonald

★★★★★ Sign in & rate this title.

Borrow

Simon Gray is the ideal teenager -- smart, reliable, hardworking, trustworthy. Or is he? After Simon crashes his car into The Liberty Tree, another portrait starts to emerge. Soon an investigation has...  
*More...*

Add to Wish List

Place a Hold

Click on the desired title and you will be given the option to either **1)** borrow, **2)** add it to your wish list, or **3)** place a hold on it, if there are no copies available.

Continue browsing until you have "borrowed" all your desired titles.

## Step 8

Once you are done browsing for eBooks, click on the "Account" button at the top of the page. You will now see a personalized bookshelf of all your items.

You can also go to your bookshelf after you have selected borrow, as the button will now read "Go to Bookshelf".

### Shades of Simon Gray

by Joyce McDonald

★★★★★

Go to Bookshelf

## Step 9

At the bookshelf page you can now choose which action you would like to take. You can:

- Download (Download to your computer or device)
- Read (Read in your browser)
- Return (Return back to Library collection)

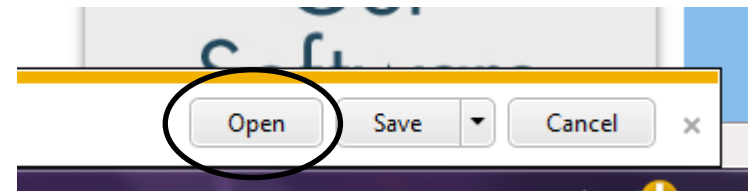
## Step 10

If you choose to "download" your eBook, you will click on the "download" button.

If you have chosen to "Read" please skip ahead to page 9.

## Step 11

You will then need to select "Open" from the yellow bar at the bottom of your page. This bar will show up if you are using "Internet Explorer". If you are using a different browser such as "Firefox", you will need to double click the dialog box to open your eBook.



## Step 12



At this time please ensure that your eReader is plugged into your computer.

If this is your first time using your eReader with Adobe Digital Editions you will quickly need to authorize it for use.